MAIN HRS

DCDS *Reports*

Employee Reports - B
HR-306 - Detail Time

Purpose: The Employee Detail Time report provides detailed hours information reported for a single employee for a pay period.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Employee Time Daily screen is accessed through the Reports, Employee Data Collection, B - Detail Time items on the menu.

   B. The following detail is displayed:

   - Hours Type
   - Pay Period (PP) Total
   - Hours for each day of the pay period
   - Weekly Total
   - Sum (Summary) Total

State of Michigan

Information:
(Continued)

- Tax Group (Not applicable at this time)
- Day
- Date
- Hours Type
- Comments
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. To print a copy of the report, select <u>F</u>ile and click on the <u>P</u>rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.
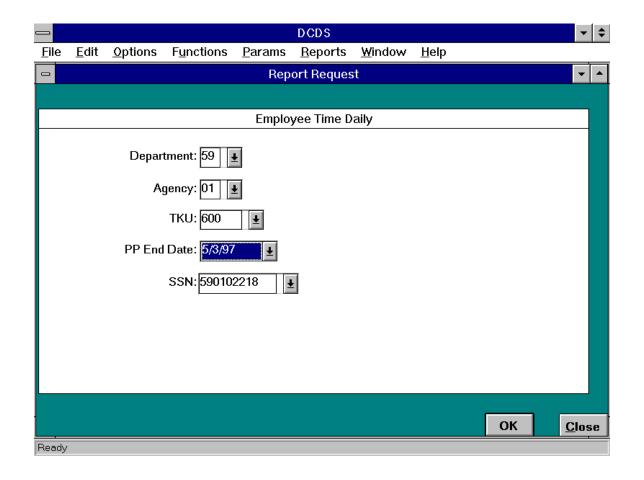
State of Michigan

DCDS

File   Edit   Options   Functions   Params   Reports   Window   Help

Report Request

Employee Time Daily

Department: 59

Agency: 01

TKU: 600

PP End Date: 5/3/97

SSN: 590102218

OK   Close

Ready

Report Request Screen

To display the Report Request screen for the Employee Detail Time report, select the Reports menu item from the Menu bar and click on the Employee Data Collection menu item. From the cascading menu, click on B - Detail Time menu item.

The Report Request screen allows users to enter the appropriate criteria to request Employee Detail Time Report.

The user's Department, Agency, TKU, SSN and the current Pay Period End Date display. To display information for a previous pay period end date, enter or select the appropriate pay period end date. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line for the employee. The printed report is displayed on the next page in which all fields can be viewed.

State of Michigan

MAIN HRS

DCDS Reports

HR-306 - Employee Detail Time

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION   PAY PERIOD END DATE: 09/06/1997

AGENCY: 01 CENTRAL OFFICE   PAY PERIOD NO: 19

TKU: 601 CLIO PROJECT OFFICE

NAME: CHARLEY, BARTON E   SSN: 590-10-1910   APPOINTMENT DATE: 01/19/1981

HOURS TYPE	PP TOTAL	S	M	T	W	TH	F	S	WEEKLY TOTAL	S	M	T	W	TH	F	S	WEEKLY TOTAL	SUM TOTAL	TAX GROUP
REG1	64.0		8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0				24.0		
ANLV	16.0								0.0					8.0	8.0		16.0		
TOTAL	80.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0	0.0	8.0	8.0	8.0	8.0	8.0		40.0		

DAY	DATE	HOURS TYPE	COMMENTS
THU	09/04/1997	ANLV	APPROVED VACATION TIME

SIGNATURE_____

SUBMITTED BY: T_DEPT99   DATE SUBMITTED: 10/08/1997   APPROVED BY: DATE APPROVED:

State of Michigan